**ORGANIZATION/COMPANY LOGO**

**Date:**

**Attn.: SPP Global**

To whom it may concern:

This is to inform you that **[Organization/Company name**], located in **[country]** has appointed listed representatives to attend the:

**2024 XIII SPP Global General Assembly - Guatemala (September 11 and 12, 2024).**

*[Before entering your information, make sure to read the note at the end]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Full name*** | ***Position*** | ***E-mail*** |
| ***Official Delegate*** |  |  |  |
| ***Observer 1\**** |  |  |  |
| ***Observer 2\**** |  |  |  |

*\*Optional: leave these fields blank if not applicable. Please note that Observers do not have the right to speak or vote at SPP Global General Assemblies.*

***Mandatory information:***

Does you organization deem the Official Delegate listed above to be an eligible candidate for vacant SPP Governing Body positions (Board of Directors, Surveillance Committee or Standards and Procedures Committee)?

[ ]  Yes

[ ]  No

By signing this Official Appointment Letter, if you stated that your Delegate is an eligible candidate, your Organization undertakes to endorse and ensure that the person in question meets the following requirements:

1. Eligible candidate must be fully supported by the organization or company he/she represents to run for and be appointed to any governing body position.
2. The represented SPP Member (organization or company) must have been SPP certified or registered for at least one year.
3. Candidate has been a producer, leader or internal collaborator of his/her represented SPP Member for at least three years.
4. Candidate has proper access to the internet, with enough quality to participate in meetings - this is to be ensured by his/her represented SPP Member (organization/company).
5. Candidate possesses all required willingness, technical capacity and commitment to fulfill the responsibilities that come with the position, always in line with the profile established for the governing body position in question (such as active participation in regular meetings).
6. Candidate must declare that he/she commits to respect the content of the SPP Declaration of Principles and Values and the SPP Code of Conduct.
7. Every SPP Member can only have one representative appointed in only one of the three Governing Bodies.
8. To serve as a Governing Body member, any candidate applying for any vacant position must declare that he/she does not have any conflict of interest to hold the position. Conflict of interest means 1) having a work-related or professional commitment relationship with other SPP stakeholders or with third parties - other than the SPP Member the candidate represents - that may bias his/her actions when representing the Member category in question ; 2) and/or serve as representative of any entity that has interests that are in conflict with the interests of SPP. For this, it is necessary for the person to declare before the General Assembly all commitments or positions he holds now or has held over the last three years.

***NOTE:*** SPP Owner/Solidarity Members' Representatives who currently hold a position on the Board of Directors, Surveillance Committee or Standards and Procedures Committee may participate in the XIII General Assembly as ' **Outgoing Governing Body Members**’, especially if they are not appointed as Official Delegate or Observer by their Organization for this XIII SPP General Assembly. These people need to fill out a Single Registration Form, but they do not need to submit an Official Appointment Letter to participate as an Outgoing Governing Body Member. However, if these people are again appointed as Official Delegates, they need to submit a new Official Appointment Letter.

Be sure to send this letter to opera@spp.coop and submit a corresponding registration form, so that your participation is validated according to procedures. Feel free to contact that same email if you have any questions.

Sincerely,

**Name and signature of the Chair/Legal Representative**

**of your organization/company, Stamp of your organization/company**